BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Extended Diploma in Business and Hospitality
Unit number and title	**Unit 30: Recruitment and Selection in Hospitality**
Learning aims	**A:** Examine how effective recruitment and selection processes contribute to business success **B:** Plan a recruitment activity to demonstrate the processes leading to a successful job offer
Assignment title	**Recruitment and Selection Processes**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You have recently been promoted to the position of supervisor in a newly built resort hotel. As the hotel is fast approaching its completion, staff need to be recruited for all areas of the hotel. Your line manager has asked you to assist with the recruitment and selection process by helping to the recruitment campaign.
Task 1	As this your first experience with the recruitment and selection process, your manager has asked you to carry out research and deliver a short presentation to show you understand how planned and thorough recruitment processes can contribute to the success of the business. Your presentation must contain: • A review of the recruitment issues impacting on range of hospitality businesses • A discussion of the recruitment and selection processes used by a range of hospitality businesses • A reflection of the ethical and legal processes that have to be followed. • A valid conclusion as to how following planned and effective recruitment processes can contribute to the success of a business.
Checklist of evidence required	Presentation Speaker notes

Task 2	You have been tasked with producing professional documentation for the recruitment campaign. Select a job role and produce the following: • Job analysis and job description • Job description • Person specification • Application forms • Job offer letter • Interview questions • Interview checklist Decide where the most appropriate advertising medium for your vacancy and prepare a professional job advert to suit.
Checklist of evidence required	Professionally produced documents Professionally produced job advert

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
A.D1	Evaluate the recruitment processes used in the hospitality industry and how they contribute to the success of businesses in the hospitality industry.
B.D2	Review how a well-prepared and professional recruitment campaign can assist in attracting suitable applicants for a specific job role.
A.M1	Analyse the recruitment issues in the hospitality industry and the methods used to recruit and select staff ethically and legally.
B.M2	Prepare professional documents and plan effective advertising campaign to attract suitable applicants.
A.P1	Explain the recruitment issues in the hospitality industry.
A.P2	Explain how a hospitality business recruits and selects giving reason for their processes.
A.P3	Explain the ethical and legal practices that need to be followed when recruiting staff.
B.P4	Prepare appropriate document for use in a recruitment activity.
B.P5	Plan an appropriate advertising campaign to support the recruitment activity.

Sources of information to support you with this Assignment	Completed interview documentation Tutor observation or digital evidence of interview Evaluation report
Other assessment materials attached to this Assignment Brief	*none*